UNITED
NATIONS

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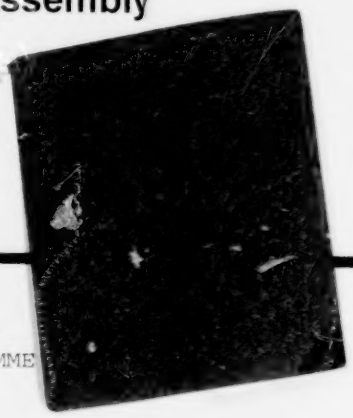
General Assembly



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EXECUTIVE COMMITTEE OF THE
HIGH COMMISSIONER'S PROGRAMME

Forty-seventh session

RULES OF PROCEDURE

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TABLE OF CONTENTS

		Page
I.	SESSION Rules 1 - 3	3
II.	AGENDA Rules 4 - 5	3
III.	REPRESENTATION Rules 6 - 9	3 - 4
IV.	OFFICERS Rules 10 - 11	4
V.	SECRETARIAT Rules 12 - 13	4
VI.	CONDUCT OF BUSINESS Rules 14 - 25	4 - 6
VII.	VOTING Rules 26 - 27	6 - 7
VIII.	DOCUMENTATION AND LANGUAGES Rules 28 - 32	7
IX.	PUBLIC AND PRIVATE MEETINGS Rules 33 - 34	7
X.	SUBMISSION OF REPORTS Rules 35 - 36	7 - 8
XI.	PARTICIPATION OF SPECIALIZED AGENCIES AND OTHER INTERGOVERNMENTAL ORGANIZATIONS Rules 37 - 38	8
XII.	CONSULTATION OF NON-GOVERNMENTAL ORGANIZATIONS Rules 39 - 41	8
XIII.	SUBSIDIARY BODIES Rules 42 - 45	9
XIV.	AMENDMENTS AND SUSPENSIONS Rules 46 - 47	9

RULES OF PROCEDURE OF THE EXECUTIVE COMMITTEE OF THE HIGH COMMISSIONER'S PROGRAMME

I. SESSION

Rule 1

The Executive Committee of the High Commissioner's Programme shall, as a rule, hold one session annually, in the autumn. Other sessions of the Committee may be convened by the High Commissioner if in his opinion such action is necessary or if such a session is requested by not less than eight members of the Committee.

Rule 2

Unless otherwise decided by the Committee, sessions shall be held at the Palais des Nations, Geneva.

Rule 3

The High Commissioner shall notify the members of the Committee of the date and place of meeting at least six weeks in advance in the case of each regular session.

II. AGENDA

Rule 4

The provisional agenda for each session shall be drawn up by the High Commissioner and shall be communicated to the Governments members of the Committee, Governments of other Member States of the United Nations, the specialized agencies, the appropriate intergovernmental organizations and non-governmental organizations in consultative status and those referred to in rule 38, with the notice convening the meeting.

RULE 5

The provisional agenda shall include:

(a) all items proposed by the Committee at a previous session;
(b) all items proposed by any member of the Committee provided that such items are proposed within eight days after receipt of the provisional agenda;
(c) all items proposed by any subsidiary body which may have been appointed by the Committee to serve in between its sessions;
(d) all items proposed by the High Commissioner;

III. REPRESENTATION

Rule 6

Each Government member of the Committee shall be represented by an accredited representative.

Rule 7

Each representative may be accompanied by such alternate representatives and advisers as he may require. An alternate representative, when acting as representative, shall have all the rights of a representative.

Rule 8

The credentials of representatives and the names of alternate representatives and advisers shall be submitted to the Chairman who shall report upon them to the Committee.

Rule 9

Governments Members of the United Nations and of the specialized agencies shall be entitled to be represented by observers at public meetings of the Committee.

IV. OFFICERS

Rule 10

The Committee shall, at the first meeting of the first regular session in any one year, elect the officers of the Committee: Chairman, Vice-Chairman and Rapporteur, who will serve in these functions until the Committee's next regular session.

Rule 11

The officers of the Committee shall hold office until their successors are elected. The Vice-Chairman, acting as Chairman, shall have the same duties and powers as the Chairman.

V. SECRETARIAT

Rule 12

The High Commissioner shall provide the staff required by the Committee and designate an officer of his staff to act as Secretary at its meetings.

Rule 13

The High Commissioner or any designated member of his staff, acting on his behalf may at any time make either oral or written statements concerning any question under consideration.

VI. CONDUCT OF BUSINESS

Rule 14

A majority of the members of the Committee shall constitute a quorum.

Rule 15

In addition to exercising the powers conferred upon him elsewhere by these rules, the Chairman shall declare the opening and closing of each meeting of the Committee, shall direct the discussion, ensure observance of these rules, accord the right to speak, put questions to the vote and announce decisions. The Chairman, subject to these rules, shall have control of the proceedings of the Committee and over the maintenance of order at its meetings. He shall rule on points of order and shall have in particular the power to propose adjournment or closure of the debate or adjournment or suspension of a meeting.

Debate shall be confined to the question before the Committee and the Chairman may call a speaker to order if his remarks are not relevant to the subject under discussion. On all matters not covered by these rules, the Chairman shall apply the Rules of Procedure of the Functional Commissions of ECOSOC.

Rule 16

During the discussion of any matter, a representative may at any time raise a point of order, and the point of order shall be immediately decided by the Chairman in accordance with the rules of procedure. A representative may appeal against the rule of the Chairman. The appeal shall be immediately put to the vote, and the ruling of the Chairman shall stand unless overruled by a majority of the members present and voting.

A representative may not, in raising a point of order, speak on the substance of the matter under discussion.

Rule 17

During the discussion of any matter, a representative may move the adjournment of the debate on the item under discussion. In addition to the proposer of the motion, one representative may speak in favour of and one against the motion, after which the motion shall be immediately put to the vote.

Rule 18

The Committee may limit the time allowed to each speaker and the number of times each member may speak on any question, except on procedural questions, when the Chairman shall limit each intervention to a maximum of five minutes. When debate is limited and a member has spoken his allotted time, the Chairman shall call him to order without delay.

Rule 19

During the course of a debate the Chairman may announce the list of speakers and, with the consent of the Committee, declare the list closed. The Chairman may, however, accord the right of reply to any member if, in his opinion, a speech delivered after he had declared the list closed makes this desirable. When the debate on an item is concluded because there are no other speakers, the Chairman shall declare the debate closed. Such closure shall have the same effect as closure by the consent of the Committee.

Rule 20

A representative may at any time move the closure of the debate on the item under discussion, whether or not any other representative has signified his wish to speak. Permission to speak on the closure of the debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to vote.

Rule 21

During the discussion of any matter, a representative may move the suspension or the adjournment of the meeting. No discussion on such motions shall be permitted, and they shall be immediately put to the vote.

Rule 22

Subject to rule 16, the following motions shall have precedence in the following order over all other proposals or motions before the meeting:

(1) To suspend the meeting;
(2) To adjourn the meeting;
(3) To adjourn the debate on the item under discussion;
(4) For the closure of the debate on the item under consideration.

Rule 23

Draft resolutions, and substantive amendments or motions, shall be introduced in writing and handed to the Secretary of the Committee who shall circulate copies to the representatives twenty-four hours before they are discussed and voted upon, unless the Committee decides otherwise.

Rule 24

Subject to rule 22, any motion calling for a decision on the competence of the Committee to adopt a proposal submitted to it shall be put to the vote immediately before a vote is taken on the proposal in question.

Rule 25

A motion may be withdrawn by its proposer at any time before voting on it has commenced, providing that the motion has not been amended. A motion which has thus been withdrawn may be reintroduced by any member.

VII. VOTING

Rule 26

With the exception of decisions on the election of officers, the appointment of members of subsidiary bodies and questions of procedure, the Chairman will in the ordinary course of business, ascertain the sense of the meeting in lieu of a formal vote. If the Committee proceeds to a vote, each representative shall have one vote. Decisions of the Committee shall be made by a majority of the members present and voting. Abstentions shall not be counted as votes.

Rule 27

The Committee shall normally vote by a show of hands, but any representative may request a roll call vote, which shall then be taken in the alphabetical order of the names of the States members of the Committee, beginning with the representative of the State whose name is drawn by lot by the Chairman.

VIII. DOCUMENTATION AND LANGUAGES

Rule 28

English and French shall be the official and working languages of the Committee, while Arabic, Chinese, Russian and Spanish shall be official languages.

Rule 29

Any representative may speak in a language other than an official language. When he does so, he shall himself provide for the interpretation into one of the official languages.

Rule 30

All recommendations and other formal decisions of the Committee, including in-session papers and reports, shall be made available in the working languages, while all official pre-session documents and the final report of the Committee, once adopted, shall be made available in both working and official languages.

Rule 31

Summary Records of the proceedings of the Committee shall be issued in English, French and Spanish as soon as possible after the meeting.

Rule 32

The report or reports of the Committee in its executive capacity shall be attached to the High Commissioner's annual report to the General Assembly.

IX. PUBLIC AND PRIVATE MEETINGS

Rule 33

The meetings of the Committee shall be held in public unless the Committee decides otherwise.

Rule 34

At the close of each private meeting the Committee may issue a communiqué through the Office of the High Commissioner.

X. SUBMISSION OF REPORTS

Rule 35

The High Commissioner shall submit his proposed programmes for consideration by the Committee. He shall also submit an annual financial report on the

expenditure incurred under his programmes, and such other reports as the Committee may require from time to time.

Rule 36

The High Commissioner may also submit to the Committee, acting in its advisory capacity, a report on any item concerning which he requires the advice of the Committee.

XI. PARTICIPATION OF SPECIALIZED AGENCIES AND OTHER INTERGOVERNMENTAL ORGANIZATIONS

Rule 37

The specialized agencies shall be entitled to be represented by observers at public meetings of the Committee.

Rule 38

The Committee shall draw up a list of intergovernmental organizations other than specialized agencies, with which the Secretary-General of the United Nations has established a working relationship, to be invited by the High Commissioner to send an observer to its public meetings.

XII CONSULTATION OF NON-GOVERNMENTAL ORGANIZATIONS

Rule 39

Representatives of non-governmental organizations which have been granted consultative status by the Economic and Social Council, may submit statements to the Committee in accordance with paragraphs 28, 29 and 30 of the arrangements for consultation with non-governmental organizations approved by the Economic and Social Council in its resolution 288B(X) of 27 February 1950.

Rule 40

Representatives of non-governmental organizations entered by the Secretary-General in the register referred to in Economic and Social Council resolution next 288 B (X), paragraph 17, may submit statements to the Committee in accordance with the provisions of paragraph 29 sub-paragraph (e) and paragraph 30 sub-paragraph b of the above resolution.

Rule 41

Representatives of voluntary agencies which are members of the Commission on Refugees of the International Council of Voluntary Agencies shall, for the purpose of consultation with the Committee, be granted the privileges accorded to representatives of non-governmental organizations in rule 40.

XIII. SUBSIDIARY BODIES

Rule 42

The Committee may establish such subsidiary bodies as may be required for execution of its function.

Rule 43

The provisions of these rules, to the extent applicable, shall be applied to the proceedings of any subsidiary bodies established by the Committee.

Rule 44

Meetings of subsidiary bodies established by the Committee shall be open to participation as Observers by States members of the United Nations and its specialized agencies which have a demonstrated interest in refugee matters and whose applications are approved by the Committee.

Rule 45

The Committee shall draw up a list of intergovernmental organizations to be invited by the High Commissioner to send an observer to meetings of subsidiary bodies.

XIV AMENDMENTS AND SUSPENSIONS

Rule 46

Any of these rules may be amended by the Committee.

Rule 47

A rule of procedure may be suspended by the Committee provided that 24 hours' notice of the suspension has been given.